

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

Courtroom Manager/Chief Bailiff (PS100622)

DEPARTMENT: CLERK OF COURT'S OFFICE

JOB SUMMARY/ESSENTIAL FUNCTIONS: The Courtroom Manager/Chief Bailiff is a representative of the Court and is responsible for performing diversified duties within all court settings. Supervises, hires and coordinates bailiff staff, assigns work schedules and approves department timecards. Maintains and orders jury, courtroom and department supplies. Oversees and monitors courtroom projects. Manage and monitor courthouse security system and respond to duress signals. Attends court hearings and work in various courts. Works with judicial and law enforcement agencies. Communicates professionally and courteously with all case parties, including the general public, attorneys, judges, court reporters, jurors, etc. Assists in the preparation of departmental budget and monitors budget for compliance. Maintains fleet vehicle records and coordinate fleet maintenance. Responsible for records management, retention and destruction. Interprets statutes, regulations and court orders in the performance of duties and ensure compliance. Prepares, submits and coordinates grant projects as applicable to court settings. Prepares and distributes complex reports. Works independently and makes informed judgments and decisions. Assist other departments as needed. All other related duties as assigned.

QUALIFICATIONS:

Associate degree and five (5) years supervisory experience required. Experience working in a fast-paced legal or court related environment highly desired. Some experience writing grants preferred. Excellent communication skills both written and oral. Ability to multi-task and troubleshoot situations. **Applicants who lack the stated supervisory experience should not apply for this position.**

Must have valid SC driver's license and a safe driving record.

Data Entry/Basic Skills test score of **74** is required for this position. Word Score of **50** is required for this position. Excel score of **45** preferred for this position.

Skilled in the operation of all basic office equipment including fax, scanner, etc.

Departmental testing may be administered during interview.

Completed degree(s) beneficial to the position may be partially considered as work experience. A criminal background check will be completed on selected applicant if a current one is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to **fifty (50) pounds**. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS DUTIES:

Thirty-seven and one half (37.5) hours per week, Monday through Friday from 8:00 a.m. until 4:00 p.m. with the ability to work flexible hours after 4:00 p.m. and weekends when necessary. Court operations may require later hours on specific days. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

Please contact the Berkeley County Human Resources Department at 1003 Highway 52, Moncks Corner, SC 29461 or visit our website at www.berkeleycountysc.gov for an application.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

**Chief Bailiff/Courtroom Manager - Grade C19
Entry Level Bi-Weekly Pay Range: \$1043.61-\$1200.15**

**Date of Posting: 9/09/11
Subject to closing at any time**

***APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.
THE EMPLOYMENT APPLICATION MUST BE FULLY COMPLETED. INCOMPLETE APPLICATIONS WILL
NOT BE CONSIDERED.***